

Tutors, Superintendents, and Administrators,

For those who are new to the program, please read the Cover Letter for a more complete picture at <http://www.ade.az.gov/asd/StateTutoring/CoverLetter.doc>.

GRANT active on December 17 and closes April 30 (Online program dates are Jan. 8-April 27.)

- 1) All districts/charters (LEAs) must complete a grant application in order to pay tutors.
- 2) LEAs are paid \$40/hour for the sessions that their tutors enter online. We strongly advise against paying tutors upfront because the incentive for them to enter data online will be gone.
- 3) Although you will see less take-home pay than payments from ADE directly, your taxes are taken care of, and your yearly salary is increased which may affect those retiring soon.
- 4) Contact your administrator to be sure that the grant is being submitted and how funds will be used.
- 5) You can view the grant after ADE approval which may take a month or so from submittal.

- Go to <https://www.ade.az.gov/gme/ProjectSummary/ProjectSelect.asp>
- Select "State Tutoring –spring" from the drop down and click "Show Projects."
- When you find your district/charter, double click on the blue numbers. This will bring up the Project Summary page.
- Scroll to the bottom of that page, and click on "View Project Detail" to see your pay/ hour before taxes.
- ***In the sample below, the tutor will receive \$34.78/hour minus normal deductions of Social Security, Medicare, possibly retirement, and income tax. This fictitious district plans on using all of its funds to pay the tutor and the employer part of taxes. **In this second case, the district has a larger program that needs to be managed. Thus the tutor will be receiving less per hour.**

Sample budget of \$10,000, a small program

Function Code	Object Code	Amount	Description
Instruction 1000			
Salaries	6100	8528.78	For Alpha School: stipends for 5 tutors for 250 hours for supplemental tutoring at \$34.115/hr.*
Employee Benefits	6200	1471.22	Benefits without medical for tutors @ 17.25%

Sample budget of \$60,000, a large program

Function Code	Object Code	Amount	Description
Instruction 1000			
Salaries	6100	46125.80	For Delano and Baker Schools: stipends for 25 tutors for 1500 hours for supplemental tutoring at \$30.75/hr.**
Employee Benefits	6200	7956.70	Benefits without medical for tutors @ 17.25%
Supplies	6600	1200	Instructional materials for tutoring program @2%
Support Services – Admin 2300, 2400, 2500			
Salaries	6100	3000	Stipend to administer tutoring program @ 5%
Employee Benefits	6200	517.50	Benefits w/out medical for administrator @17.25%
Supplies	6600	1200	Supplies to administer tutoring program @ 2%

GRANT REGULATIONS

- 1) **ADE will read a grant when the LEA has submitted the Worksheet AND a) has active tutors already or b) submits a list of authorized tutors.**
- 2) A district/charter that participated in spring 07 and/or fall 07 can find out the cumulative amount of funds that tutors earned (based on number of hours entered online times \$40) by going to <http://www.ade.az.gov/asd/StateTutoring/> then "History." This number is the basis for the grant budget.
- 3) If the district/charter (LEA) is in the situation where tutors entered online more than the submitted grant budget, the LEA can submit an amendment for the difference (up to a total of \$100,000).
- 4) Purchased Professional may not be used for hiring tutoring companies or those associated individuals.

District/Charter	Highest grant budget allowed	Instructional materials at 2%	Admin at 5% and admin materials 2%
Participated spring 07 or fall 07- <\$5,000	\$5,000	if 15 or more tutors in either round prev. pd.	if 15 or more tutors in either round prev. pd.
Participated spring 07 or fall 07- >\$5,000 ex) \$7,800 spr.; \$34,000 fall	Next \$10,000 increments ex) \$40,000	if 15 or more tutors in either round prev. pd.	if 15 or more tutors in either round prev. pd.
Not participated in spring 07 or fall 07	\$10,000	Not allowed	Not allowed

SPRING TUTORING DATES ARE JANUARY 8 - APRIL 27

The online program opens that first day and closes the last day at 3:30 P.M.

ELIGIBILITY

- 1) All pupils, regardless of academic ability, attending an underperforming or failing school identified by AZ LEARNS Achievement Profile 06-07 are eligible for tutoring through the State Tutoring Program. If there are more students than tutors, student selection should be first come-first served, no ranking by grades or academic ability. OR
- 2) 9-10th graders who did not pass the 8th grade AIMS and 11-12th graders who did not pass the fall 07 high school AIMS in order to graduate are eligible.

CERTIFICATE OF SUPPLEMENTAL INSTRUCTION

Be sure all certificates for the fall 07 students tutored have been signed by the principal or administrator. Tutors should complete a new Certificate for each student for the spring round of tutoring. Blanks can be found at <http://www.ade.az.gov/asd/StateTutoring/CertificateofSupplementalInstruction.doc> .

FALL 07 PAYMENT OWED

- 1) Checks go out around January 1 for those tutors who entered data online, answered the student improvement question, and turned in the Statement of Assurances, Substitute W-9, and Service Agreement (not required for tutors at districts/charters that completed a grant or outside providers).
- 2) Registered tutors who did not enter or finish entering data online, may go to our website at: <http://www.ade.az.gov/asd/StateTutoring/> for the steps and spreadsheet in order to be paid. Those documents will be available after January 2, 2008.